



Lamar University – M.Ed. in Educational Technology Leadership

Internship Field-based Activities Summary Report and Validation

Directions: This Internship Field-based Activities Summary Report is for your use as a planning worksheet. It is also to be signed by your site mentor at the conclusion of your field-based activities.

As you plan your campus- or district-supervised Internship hours, do the following:

- Include at least one campus- or district-supervised activity under each of the 33 ISTE Technology Performance Indicators associated with the eight Technology Facilitation Standards.
- Make sure your campus- or district-supervised activities total a minimum of 100 hours as specified in the eight Technology Standards.

Your site mentor will validate the hours earned at the end of your Internship. All hours must be completed before you enroll in the Internship course, EDLD 5388/5370 *Please note that course number changes in Fall 2010*.

Once complete:

- PDF the Validated Summary Report and email to kayabernathy@gmail.com
- Create a new page on your wiki, titled "Internship Field-based Activities Summary Report"
- Post the completed Internship Field-based Activities Summary Report to your wiki.

		Brief Description of the Activity	Date of the Activity	Internship Hours
Standard I. Technology Operations and Concepts	TF- I.A	Train other teachers how to use RSCCC gradebook & attendance system	August 18, 2010	3
	TF – I. B	Showed colleague how to use Movie Maker and Discovery stream	July 28, 2010	2
Subtotal				5

		Brief Description of the Activity	Date of the Activity	Internship Hours
Standard II. Planning and Designing Learning Environments and Experiences	TF-II.A	Plan, demonstrate, and help implement lessons using Excel during District Professional Development	June 21-22, 2011	13.5
	TF-II.B	Attended Computer as a Door Webinar to prepare for next Technology Advisory Committee meeting	February 22, 2010	1
	TF-II.C	Dissected RCISD technology plan during Technology Advisory Committee meeting	January 21, 2010	1.5
	TF-II.D	Planning for Excel Classes to teach at District Professional Development	March 29, 2011	3
	TF-II.E	Show teachers how to implement Excel into their lessons during District Professional Development	June 21-22, 2011	12
	TF-II.F	Show teachers how to implement Excel into their lessons during District Professional Development	June 21-22 , 2011	12
Subtotal				43

		Brief Description of the Activity	Date of the Activity	Internship Hours
Standard III. Teaching Learning, and the Curriculum	TF-III.A	Met with other Technology Apps teacher to plan scope and sequence for the semester	January 4, 2010 August 18, 2010 January 3, 2011	5
	TF-III.B	Create and modify lessons for students located in the In-School Suspension & Behavioral Adaptive Unit	October 2009-present	31
	TF-III.C	Career Exploration students work in groups using all MS Office applications to create a business related product	December 2009 May 2010 December 2010	30
	TF-III.D	Created lesson, rubrics, and timelines for Career Explorations group project	December 2009	2
	TF-III.E	Created a power point and lesson on Internet Safety	November 2009	2
Subtotal				70

		Brief Description of the Activity	Date of the Activity	Internship Hours
Standard IV. Assessment and Evaluation	TF-IV.A	Administered Career Explorations semester exam on Cross-Tec software	December 18, 2010	2
	TF-IV.B	Administered online Technology Applications Semester exam using K12 Simple Assessments	December 16 -17, 2009 June 1-2, 2010 December 14-15, 2010	6
	TF-IV.C	Created evaluation rubrics for Career Explorations group project through peer and self-assessments, group presentation, and teacher observation.	December 2009	2
Subtotal				10

		Brief Description of the Activity	Date of the Activity	Internship Hours
Standard V. Productivity and Professional Practice	TF-V.A	Dissected RCISD technology plan during Technology Advisory Committee meeting	January 21, 2010	1.5
	TF-V.B	Completed STAR chart for campus, district, and state technology assessment	March 2010 March 2011	1
	TF-V.C	Met with District Computer Committee to test and review software & peripherals	October 1, 2009	1.5
	TF-V.D	Classroom website to keep community informed	August 2010-present	6
Subtotal				10

		Brief Description of the Activity	Date of the Activity	Internship Hours
Standard VI. Social, Ethical, Legal, and Human Issues	TF-VI.A	Showed colleagues video and power point over copyright law	August 20, 2010	1
	TF-VI.B	Showed internet safety presentation to students	November 30, 2010 May 18, 2010	4
	TF-VI.C	Met with Computer Committee to discuss Web 2.0 tools, document cameras, & interactive boards	January 21, 2010	1.5
	TF-VI.D	Attended Victims of the Web Conference	November 17, 2009	6
	TF-VI.E	Met with appointed campus technology mentor teachers	February 2010	2
Subtotal				14.5

		Brief Description of the Activity	Date of the Activity	Internship Hours
Standard VII. Procedures, Policies, Planning, and Budgeting for Technology Environments	TF-VII.A	Dissected district Technology Plan for 2011-2014 with Technology Advisory Committee	April 8, 2010	1.5
	TF-VII.B	Went over new purchasing procedure to avoid duplications and save money with Technology Advisory Committee	January 14, 2011	1.5
	TF-VII.C	Completed STAR chart for campus, district, and state technology assessment	March 2010 March 2011	1
Subtotal				4

		Brief Description of the Activity	Date of the Activity	Internship Hours
Standard VIII. Leadership and Vision	TF-VIII.A	Discussed new Web 2.0 tools, document cameras, & interactive boards in Computer Committee meeting	January 21, 2010	1.5
	TF-VIII.B	Watched "How to Lead as an Agent of Change" webinar for next Technology or Computer Committee Meeting	February 23, 2010	1
	TF-VIII.C	Meeting with Technology and Computer Committees to discuss policy, integration, and training.	October 2009-ongoing	6
	TF-VIII.D	Watched "Inspiring the Leader Within" webinar for next Technology or Computer Committee Meeting	February 23, 2010	1
	TF-VIII.E	Communicate with Carol Campbell (District Dir. Of Instructional Tech) monthly	October 2009-present	10
Subtotal				19.5
TOTAL				176

Site Mentor:

 Name: _____ Title: _____
 (Please Print)

Signature: _____ Date: _____